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ABSTRACT

The book contains a series of career-oriented ideas for English teachers, contributed by teachers in the East Providence Career Education Project. The ideas are the basis of the interdisciplinary contracting system for grades 7-12 in three pilot schools. They are classified by occupational clusters, which the teachers can use to incorporate their academic skill development with career exploration and development. The ideas are meant to be adapted to any grade level and incorporated into the teacher's particular teaching style, classroom organization, and student needs. The occupational clusters integrated into the English curriculum are: agribusiness and natural resources, business and office, communications and media, construction, consumer and homemaking, environment, fine arts and humanities, health, hospitality and recreation, manufacturing, marine science, marketing and distribution, personal service, public service, and transportation. Each idea is numbered separately and is presented in a one- or two-sentence format. (BP)

ED105168

Career Education—
an idea book for
Teachers of English

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CE 003 438

East Providence School Department

Edward R. Martin
Superintendent

Introduction

Career Education is a system which attempts to integrate career awareness and exploration activities with traditional academic learning. It is, most simply, a motivational technique which uses a student's interests in occupations and the world outside of school to teach him the basic communication and cultural skills for which the schools are responsible. Of course career education has its own set of career development objectives. However, the academic teacher who becomes adept at integrating the exploration of careers with the learning of his subject will attain both his academic objectives and his career development objectives.

Most teachers have been trained in the traditional approach of giving direct information to the students about their subject with little or no relation of its application to the world outside of school or to the adult life of the student. As such, many teachers who enter career education programs ask, "How can I integrate my academic area with career activities?"

The integration process is a fairly simple one. There are two elements to the integration. The first is the selection of the particular academic skill which is to be taught. This can be determined by group or individual needs. The English teacher may want to teach outlining or punctuation; social studies may be teaching cause and effect relationships; science, data collection techniques of the scientific method and math may be teaching the use of percents. The second step is to help the student(s) select a career related activity through which the skill can be learned.

Most teachers know the list of skills for which they are responsible, but do not know career activities with which to integrate these skills.

This book contains a series of career oriented ideas, classified by occupational cluster which teachers can use to incorporate their academic skill development with exploration and career development.

The ideas included in the booklet are not stated in behavioral objective form, they do not include criteria, or conditions for measurement as they are meant to be seed ideas which teachers can adapt at any level to their particular teaching style, classroom organization, and the needs of their students.

If you are wondering what to do to integrate transportation occupations, read through the transportation section until you find those that you feel best meet your needs, then develop your own method of delivery and evaluation.

The ideas in the booklet were contributed by teachers in the East Providence Career Education Project, East Providence, Rhode Island. They are the basis of an interdisciplinary contracting system for grades 7-12 in three pilot schools. For further information about this system write to:

James F. Ryan
Project Director, Career Education
East Providence School Department
255 Taunton Avenue
East Providence, Rhode Island 02914

We hope that this booklet and the series of which it is a part, will be a useful resource to you in developing a successful career education program.

Agri-Business and Natural Resources

1. Describe three common livestock diseases and their means of control.

2. Contact and interview a forest ranger for information on job description and necessary training and/or experience. Use any AV equipment necessary for your class presentation.

3. As a trained forest fire fighter, you have just battled a 5-day raging forest fire. Tell of your experiences.

4. Go to a tree nursery. List the types of shrubs that are offered, which trees are most popular and which trees cannot be grown in local soil.

5. Write a column for a local paper urging users of park facilities to keep them cleaner.

6. Make a survey of the people in your neighborhood to discover what pesticides are most commonly used for bug control. Include opinions as to their relative effectiveness.

7. The Society for the Preservation of Parks and Wildlife has asked you to create a slogan and poster on Fire Prevention. Make the poster using your slogan.

8. Plan and make a photographic display of the different waterways in your state.

9. Create a photographic display for the bulletin board of the types of salt water fish.

10. You are planning to plant a vegetable garden. Write a letter to the State Agricultural Information Agency requesting information about possible crops and fertilizers.

11. Plan and organize a visit to a local paper factory.

12. Make a photographic essay illustrating the major stages in the planting and harvesting of a local food crop.

13. Make a display showing how a major lumber company utilizes the principles of planting and thinning in order to maintain ecological balance.

14. Prepare a visual presentation showing at least 20 diseases or pests which jeopardize vegetation in this area.

15. Design an illustrated brochure showing how paper is manufactured.

16. Design an illustrated brochure describing the major tourist attractions in at least 5 of our national parks.

17. Prepare a photographic essay illustrating polluted conditions in local waters including the sources of the pollution.

18. Write a letter to a major industrial plant requesting information about pollution controls currently employed by that company.

19. You are a candidate for a local political office. Prepare a five-minute video-tape of a speech in which you outline what you consider to be at least 3 major ecological threats to your area and what you would do to eliminate them if elected.

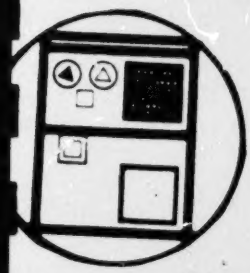
20. Prepare a photographic essay illustrating at least 4 techniques employed by major oil companies in their attempts to locate new petroleum deposits.

21. Videotape a one-minute commercial advertising a synthetic product produced from petroleum.

22. Develop an annotated list of at least 20 federal, state, or local agencies which regulate agriculture and natural resources.

23. Plan an original project related to agriculture or natural resources and write to the appropriate federal agency outlining your program and requesting federal funding assistance.

24. Write to the State Department of Natural Resources requesting information on regulations governing hunting and trapping in this state. Report on your findings. Include a list of locations where safe hunting courses are offered in the state.



Business and Office Occupations

1. Contract with any teacher in this building to provide sufficient copies of any printed material that the teacher will need for classes over the period of one week.

2. You are Corresponding Secretary for a large organization. Write a letter to United States Steel Corporation telling them to cancel an order which is two weeks late.

3. Interview the business teachers for information about the types of secretaries there are and how their job responsibilities and training differ.

4. Prepare a sample tax form for a married person with a $12,000 income and two children.

5. Compile a 20-word vocabulary a computer programmer should know.

6. You are an office supervisor. After checking your job description in the D.O.T. and with the business teacher, write a brief speech to your staff, explaining your position and what you expect of them.

7. Give a short report to class (from D.O.T.) on the duties of a Medical Secretary.

8. Report on the responsibilities of a legal secretary, according to the Dictionary of Occupational Titles.

9. Visit a Computer Programmer* in the area. Ask him to explain how the computer works. Then ask him to explain the following terms: interpretation, assimilation, monitoring, editing. (*If no programmer in area, ask math teacher). Report on your findings.

10. Prepare a visual display of the different forms used in business letters.

11. You are the secretary in a large legal office. An irate client demands to see his lawyer, who is in conference. Write the dialogue between the client and the secretary.

12. Contract with the main office to prepare the attendance bulletins for a period of one week.

13. Contract with members of the office staff to mimeograph selected materials over the period of two weeks.

14. Contract to teach another member of your class to operate a piece of office machinery with which you have already had experience.

15. Pretend that you are a member of the personnel department in a business of your own choice. Design an interview format for an applicant in a job cluster with which you are familiar.

16. Contract with at least five of your classmates to type reports they are working on from rough drafts they will provide. School facilities will be made available. At least three different types of reports should be included.

17. Contract with the office staff to type at least three different types of outgoing business correspondence relevant to school activities.

18. Contract with any member of the faculty to ditto all necessary materials for his/her classes for the period of one month.

19. Fill out an application to a local secretarial school.

20. Tape an interview at least 10 minutes long in which you talk with an actual secretary about a variety of occupational facts relevant to his/her job.

21. Prepare a sample dictionary of at least 25 items of terminology with which a secretary specialist must be familiar in order to perform his/her job.

22. Contract with a member of the school administration to actually record and transmit an item of outgoing school correspondence.

23. Contract with a member of the office staff to manage the distribution of all printed materials to all members of the faculty for a period of two weeks.

24. Visit a bank and observe tellers. Prepare a list of the duties they perform.

25. Discover and list the basic qualifications for becoming a bank teller.

Communications and Media

1. Record 5 minutes of videotape of a classmate delivering a news broadcast you have written, and play the tape back through the T.V. Tape must meet acceptable standards of video and audio reproduction.

2. Demonstrate the ability to send at least a 25-word message in Morse Code.

3. Pretend that you are an "information operator" for the telephone company. Demonstrate your telephone etiquette and resourcefulness in locating data by filling at least ten requests "called in" to you by your classmates.

4. List at least 10 means of communication between two or more people. Give a brief description of each.

5. List 20 terms related to television--define each of the 20.

6. Prepare the technical writing necessary to instruct someone how to build a console for a stereo of predetermined design.

7. Design three potential covers for this year's yearbook.

8. Compile a notebook containing samples of printed materials which you have made using at least three different printing techniques.

9. Give a short demonstration of the operation of a tape recorder.

10. Give a demonstration of the uses and mechanics of the Instamatic Camera.

11. Do an "on-the-job" interview with a T.V. news cameraman. Go with him on a story. Record on tape and slides what you and he did.

12. Contract with the AV Coordinator to operate the AV equipment requested by a teacher in this building for use in his/her classroom.

13. Record five minutes of videotape illustrating the activities of one, or a group of classmates. Demonstrate competency in filming both long-range shots and close-ups.

14. Design, illustrate, and label the cartoon page for the school newspaper.

15. Organize, plan and publish a weekly newsletter.

16. Prepare and record a 2-minute commercial on a product you have designed and produced.

17. Prepare a three-page guide of the AV equipment available in this school.

18. Visit a cinema or movie theatre with a camera. Talk to projectionist. Ask him if he can show you how a movie projector operates. Ask what his other duties are. Report back to class.

19. Visit a local T.V. station. Talk to film editor. Ask him what his job entails. Talk to projectionist at T.V. station. Is his job different from film editor? Does a station require a license, and if so, why?

20. Lay out an advertising page for a sale at a large local department store.

21. In an illustrated pamphlet, explain the one-two-three of home dark room procedures.

22. Make a three-minute commercial advertising a particular radio station, (Use a tape recorder).

23. List 10 careers in journalism. Give a one-sentence description of each.

24. Write a business letter to a T.V. station, asking to interview a broadcaster.

25. You want to become an apprentice in a printing trade. List the jobs available to you and what you would have to do to be accepted into an apprenticeship program.

26. Send for information from two to five broadcasting schools and prepare a report for the class which includes benefits and weaknesses of this type of training. Include what points you should check before signing up for one of these courses.

27. Interview a graduate of a broadcasting school to get his personal reactions to the school, training provided, help in employment, and any discrepency between promises and results.

28. You are now editor of a Career Education newsletter. List the staff that you will need and their duties.

29. Question 20-25 of the students who are not in career education to discover what questions they have about the program. From these questions, make a list of 10-15 possible articles for the newsletter.

30. Write a news article covering school or local event.

31. Create an editorial cartoon concerning school or local issue.

32. Put together a news team and do a news broadcast (national and local news, weather, and sports.

33. Interview local broadcaster about qualifications for and working conditions on his job.

34. You are an information operator. Someone calls you to ask information. Help him locate his party.

35. Using <u>No</u> words, prepare a series of gestures which will allow another person to understand what you want him to do.

36. Prepare a television news report, no longer than 5 minutes.

37. Visit a radio or T.V. studio and interview on tape one of the announcers. Take pictures of the inside of the studio.

38. You are a T.V. cameraman about to film a commercial. Describe on paper what things you must watch for.

39. Everybody loves a good "Soap Opera" like "Dark Shadows". Write a scene for the original story "Another Day". Make it, at the most, 14 minutes long. Prepare 2 one-minute commercials to go with it. Videotape your program.

40. You are a T.V. weatherman, Using a map, prepare a 3-minute weather report. Have a classmate film you "in action!"

41. You are a television announcer for quiz shows and the like. Prepare to introduce the Rolling Stones with a big "come-on".

42. Interview a disc jockey. Find out what are the most important rules of being a good "DJ".

43. You are a disc jockey for a local radio station. Make up a 15-minute session using monologue, records of your choice, and a commercial.

44. Talk to a telephone repair person. Find out some advantages and disadvantages of the job.

45. You are preparing a tape for a recorded answering service (telephone). Give the necessary information about the organization concerned.

46. You are an overseas operator. Mrs. J. Onassis is placing a trans-Atlantic call from N.Y. to Greece. Handle it!

47. Demonstrate your ability to rebind a hardcover book.

48. Illustrate and write the dialogue for a comic strip of your own design.

49. Interview both the vice-principal and a student who has recently had detention. Write an objective news release concentrating on revealing differences in points of view.

50. Edit an actual news article so the resulting report contains only facts. with no coloring or personal opinion. Article will be provided.

51. Submit an original manuscript of something you have written to a well-known magazine or newspaper and request that it be considered for publication.

52. Contract with the faculty advisor for the student newspaper to provide illustrations for at least one page of an upcoming issue.

53. Develop a series of at least ten originally made slides which when shown in rapid succession create the effect of animating a character of your own design.

54. Contract with the faculty advisor of this year's yearbook to do the layout work for at least one page of that publication.

55. Design and make a poster (promoting career education) for use in the school.

56. Write an advertisement for the school newspaper "selling" the career education program.

57. Write a "Did You Know" column for the career education newspaper giving what you think are the most important or unusual facts about three to five particular jobs.

58. Describe the steps you would have to go through to have a record made of a song you have written.

59. Spend a day with an advertising account executive and write a first hand impression of the job duties, skills, and responsibilities that you have seen.

60. You are reporter. Write an article for the school paper covering either an athletic event or a club meeting.

61. Interview a teacher not in the career education program for reactions to the program.

62. Interview a student not in career education for reactions to the program.

63. Prepare and videotape a panel discussion of students in the career education program discussing: (1) why they went into the program, (2) what they hope to get out of the program and (3) how they feel about the program at that time.

64. Write and tape a 30-second advertisement for any product you choose.

65. Film or tape a debate between two students who are pro-career education and two who are pro-traditional curriculum on the benefits and liabilities of each.

66. Write, blockout, cast, rehearse, and tape a 60-second TV commercial for any product you choose.

67. List the English skills necessary to work in the production department of an advertising agency.

68. You are a manuscript. Relate in a first person conversational diary the steps you go through to become a finished book.

69. Write an editorial on a school or local issue.

70. Find out the five w's of newspaper writing. What makes good news?

71. You are a telephone operator. A young child is on the phone and seems to be in trouble. Write a report on what you would do.

72. List four rules of courtesy when speaking on the phone.

73. You are a linesman for the Telephone Company. Relate some of your experiences and job training in form of a short story.

74. Write a comic strip using stick figures and balloons for words.

75. Given an editorial produced by a fellow student, list three ideas that he is stating or trying to bring out.

76. Read a newspaper article and improve the spelling or sentence structure if necessary.

77. Check the layout of two newspapers in the area. Produce a layout that we could use for a possible newspaper of our own.

78. You are the editor of a newspaper. A reporter hands in a story to be checked. Watch the spelling and punctuation, making corrections where necessary.

79. As a reporter, you are often at the scene of an accident. Write one up, listing how, when, where, who.

80. For the sports page of your paper, write an "eye catcher" on the possible choices for the Pennant Race and back up choices with fact.

81. You have just been chosen to receive the "Most Valuable Player of the Year Award". Express, in a short paragraph, your feelings as you walked from your seat to the platform.

82. You are the teen reporter for the local newspaper. Write a catchy teenage article on dating.

83. Cut out of a magazine or take pictures or slides of "symbols" used for communication in everyday life.

84. You are a T.V. commercial actor or actress. You are going to sell a revolutionary new dog food. Write a script and then, with visual aids, do your commercial before the videorecorder. Sock it to 'em!

85. Using the facilities in the art room, make illustrations of 2 or 3 of your favorite fashions and explain them to class.

86. Demonstrate (with pictures or actual objects) the different types of communications systems there are.

87. Take a song from a record and tape it at 7 1/2, 3 3/4. Determine which speed is better for your recording and why. Demonstrate the two before the class.

88. With the videorecorder, visit a photo lab and film the process of making photographs from negatives.

89. Contract with the Science Fair Director or yearbook advisor to design and construct advertising posters.

90. Design unique illustrations for the sports page, candid page, faculty and activities pages of the yearbook.

91. Demonstrate your ability to repair a damaged textbook. Help the librarian.

92. Demonstrate your ability to interview by conducting a 5-minute interview with the career education project director on the objectives of the program.

93. Design the cover for the English Fair Booklet.

94. Prepare a list of at least four (4) schools in your area where you could receive training in photography. Include admissions, cost, length of training.

95. Describe the various telephone systems now available.

96. Make a booklet of ads which you think are outstanding, explaining your reasons for selecting them.

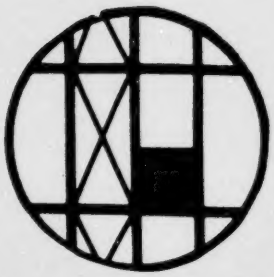
97. Design a poster to be used to advertise a restaurant.

98. Watch 3 T.V. programs of your choice and then write a critical review of each.

99. Report on the principles of laying out an effective advertisement.

100. You have just been hired to write an advertisement for a shopping mall in order to promote customer interest. Compose an ad that will make people want to shop there.

101. Choose advertisements for at least 15 different consumer products. Make a display of the ads giving for each the basic human need toward which it is directed.



Construction

1. Describe the construction techniques for a bookcase and accompany with appropriate drawings.

2. Interview a bricklayer about his profession, training, personal satisfaction. Write a two-page report.

3. Make a wall chart showing and labeling at least five (5) different types of joints used in cabinetry.

4. Make a wall chart showing and labeling the ten most useful basic carpenter's tools.

5. Make a chart of the different types of paint and their uses.

6. Make posters showing: (1) house with no planting or landscaping and (2) house with your suggested lanscaping.

7. Write a letter to the union of tinknockers for entrance requirements and an application form.

8. Design a newspaper advertisement for a new home including location and price.

9. Write a day-to-day log of your activities in one of the shops.

10. Write a report on the manufacture of various types of paint.

11. Write a report on the different kinds of tools a carpenter uses.

12. Go to a local builder of homes who deals in pre-fabricated houses. Find out (1) how they are made and (2) how the cost compares to a conventionally built house.

13. Interview a construction worker who works on road jobs. Find out what particular problems he has to overcome.

14. Construct a small-scale model of what you feel is the ideal contemporary theatre.

15. Construct a simple piece of dolls' furniture using only the written instructions included in the box.

16. Prepare an interview to use with an interior designer to discover aptitudes needed, education required, job responsibilities, salaries and life styles.

17. You are to remodel the living room of a Newport Mansion. Make a floor plan. Construct in shop a three-walled room. The owner prefers a "Mediterranean" decor. Use doll house furniture or cardboard furniture to place in room. Wallpaper walls (or paint) and carpet floor. Don't forget windows and curtains.

18. Prepare a bulletin board display on various types of houses (ranch, cottage). Prepare one sentence to describe differences in styles.

19. Look through a magazine in Home Economics or an interior decorating magazine. Cut out examples of different periods of furniture to use for a bulletin board display.

20. You are the interior decorator of a newly constructed 12-room model home. Sketch the layout of the home.

21. You are the interior decorator of a new home. List and explain the pros and cons of the different types of materials that could be used for draperies.

22. Construct a bulletin board display of various home decors that are common to New England homes. Label the decors.

23. Write a three-minute dialogue on the pros and cons of modern furniture.

24. Design an advertisement for the newspaper and a TV commercial for a sprinkler system.

25. Your gas and electric bills were extremely high. Write a letter stating your complaints.

26. Construct in the woodworking shop the objects necessary for the school's dramatic production.

27. You are planning to build your own home. You are interested in subcontracting the foundation work. Compose the advertisement you are planning to run in the paper.

28. You are a new architect in the area advertising your services. Compose your ad for the local newspaper.

29. Prepare a photographic presentation of the landscaping of six different buildings in the area with written captions as to their aesthetic value.

30. Design and decorate what you feel is the ideal room, attaching a statement supporting your design.

31. Construct a miniature stage set for a play you would like to produce. Consult I.A. teacher for ideas.

32. Research Shakespeare's Globe Theatre in a library. Using cardboard and some paint, construct, as near as possible, a replica of the Globe Theatre.

33. Write a spatially organized description of your house, using appropriate transitional devices.

34. Prepare an alphabetical list of the tools you would need to wallpaper the living room of your house.

35. You are planning to redecorate your bedroom. Write out a list of your specifications which could be used by the workmen to complete the job to your satisfaction while you are away on a two-week vacation.

36. Prepare a photographic essay illustrating at least five different architectural designs of houses in your immediate neighborhood.

37. You are a commercial architect employed by a local firm. Make a list of at least five language skills you would need to have in order to read blueprints successfully.

38. Your construction company is bidding on an addition to a high school. Write a letter including your bid and the reasons why it should be accepted.

39. Make a bulletin or poster of photographs of various types of construction.

40. Write a letter of application for job as a maintenance man on park grounds; include your abilities and experience.

41. You are secretary of the bricklayers union. Your union is on strike. Write a letter containing your demands to contractors.

42. Write to a local union and state why you feel you should be admitted to its apprenticeship program.

43. Compare and contrast the differences in job qualifications and responsibilities between an interior decorator and an interior designer.

44. You want to find a job in road construction. Prepare a taped presentation for the class outlining the steps you would have to go through in order to get a job.

45. Prepare a slide presentation showing at least ten different jobs available in road construction and an accompanying script giving brief descriptions of each job, including duties, training, union membership, opportunities to enter and move upward and job security.

46. Prepare at least 20 interview questions to ask a laborer on a construction crew to find out why he has such a job, personal needs fulfilled and his life style as a result of his occupation.

47. Prepare a 15-20 word ad for the jobs wanted section of the newspaper "selling" yourself to someone in the construction trades.

48. Given 20 symbols used in architectural (electrical, etc.) blueprints, be able to identify them with 80% accuracy.

49. You are an unmarried stone mason (carpenter, plumber, etc.) who has just moved from Maine to find a job. Find and list ten to fifteen different resources you could use for help in finding employment in your area and the probable realistic help each could provide.

50. Compile a list of at least 10 books written on construction and give a brief description of each.

51. Write a report of not less than 250 words on any one aspect of construction. Example - land clearing, electrical system, or heating system.

52. Interview a construction worker. Find out what his specific responsibilities are, his working hours, average pay, and any other important benefits.

53. List 20 vocabulary words that deal with construction. Using a dictionary in the classroom, find at least one definition for each worked.

54. You are the president of a local construction company and will be interviewed by a panel of reporters on "Meet the Press." Prepare a list of 15 questions and your reply to each.

55. Demonstrate to a group of students how a power tool with which you are familiar operates. When you are finished, the group should be able to operate this tool.

56. List at least 10 careers that are involved in the construction of a house. Write a sentence for each, telling how it is involved in the construction of this house.

57. Write a business letter to a construction company. In this letter ask them to send you information on job opportunities and a job application to become a construction worker.

58. Make out a bulletin of available jobs in the construction field, to be put on the bulletin board. This list should total at least 25 positions.

59. Prepare a photographic essay showing how the architectural design of any local industrial plant is particularly suited to the working conditions there.

60. Prepare a photographic essay showing how at least three local industrial plants have been successfully landscaped to enhance their esthetic appeal.

61. Write out a practical time schedule for the various workmen who will participate in the construction of a new home.

62. As a private homeowner living in this area, you have just been the erroneous recipient of a major manufacturing company's electric bill for last month. Write an angry letter to the electric company asking them to rectify the situation.

63. Write an article defending the superiority of Astroturf over natural grass. Include at least five reasons for your position.

Consumer and Homemaking

1. Bring in a favorite recipe (with samples); demonstrate how to prepare it to class.

2. Visit two local restaurants and ask to take a menu from each. Compare set up and layout of the two. Report which one is better and why. (3-4 sentences).

3. In interview form, ask your mother what products she uses on furniture, walls, and floors. Ask her why she chose the brands that she uses.

4. Read in the Dictionary of Occupational Titles the job description for a dietician. Find two other closely related areas. Interview, if possible, a dietician at a local hospital.

5. You purchased frying pans from a door to door salesman, and you feel you were cheated. What agencies are available to aid you? List them.

6. You and some friends are setting up your own business for the summer, cleaning yards, garages, washing windows, etc. Design flyers to announce your services to neighbors.

7. Make a poster or model of your ideal home and include how you would furnish it.

8. Write a theme (2 pages) on problems teenagers face in the home.

9. You and your neighbors feel that "friendly market" prices are outrageous and are planning to boycott the store. Compose a letter to the store manager telling him of your actions.

10. Design a poster showing the style of clothes your shop is selling this season.

11. Make a poster of the basic foods necessary for good nutrition.

12. You are opening the Happy Day Nursery. Make up flyers that would convince parents to send their children there.

13. Construct a poster showing six original clothing designs.

14. You have opened a new dress shop. Design your newspaper ad.

15. You are to plan a week's menu for your family including the cost of each meal.

16. Put on for the class a 45-minute presentation on planning and preparing a dinner party for 6 people.

17. With a tape recorder, visit the local welfare office. Interview 2 social workers as to services offered. Report back to class as well as compile a list of services.

18. Interview 3 families in the area. Interview both mother and father as to how they feel about decision making, and who makes what decisions.

19. Plan a week's diet for a person with a high fat content in his blood.

20. List 10 activities you feel would interest people in a nursing home.

21. You have been given the opportunity to decorate your own room. On poster board, design the room.

22. Your parents are out of town for a week. You have been left in charge. Identify and list the tasks of running a household.

23. You are displeased with the communication barriers between students and their parents. After interviewing parents and students, identify the barriers felt by each.

24. You have decided to set up a small shop refinishing furniture. Plan 2 promotional pieces so people will find out about your shop.

25. Tape an interview with at least two members of your family which is designed to determine the 5 things each of them thinks are most important in life.

26. Put together an annotated list of at least 5 federal, state, local, or private agencies which are directly concerned with protecting the rights of the consumer.

27. Prepare a list of at least 5 suggestions on how communication between the members of your family could be improved.

28. Write a set of step-by-step instructions for making a garment of your own design.

29. Prepare a taped interview with the operator of a local cleaning establishment to determine the actual working conditions there. Include at least one question relevant to: (a) wages, (b) hours, (c) benefits, (d) tasks performed, (e) business outlook.

30. You have just lost 10 pounds. Write up a list of instructions for alterations to one of your favorite pieces of clothing.

31. Prepare a sample menu of at least 25 food items which might appear in a local restaurant.

32. Develop and write recipes for at least 5 original dishes.

33. Compile a list of the five most common household hazards to children between the ages of 2 and 4 years.

34. Write a report on the foods necessary for the proper growth of a child from birth through age four. Including sample menus.

35. Prepare a report on various functions of restaurant managers.

36. Do a wall chart diagramming and labeling a simple refrigeration system.

37. Choose 10 toys, give a description of each, the appropriate age level, and why the toy is good for that age level. (Skills needed).

38. List the various appliances used in cleaning the home and describe the uses of each appliance.

39. Write a job description of a caterer.

40. Do at least three basic layout drawings of a room and show different furniture arrangements in each.

41. Go to a discount department store and try on five articles of clothing. Note fit, workmanship, price, quality of materials used, buttons, hems, etc. Do the same with the same articles in a regular department store. Prepare a report comparing your findings as to quality of goods to be expected in relation to the price paid.

Environment

1. Find out why the government is not emphasizing Smokey the Bear as much in its conservation advertisements.

2. You are horrified at the conditions in a section of the city. Write a letter to the editor of the local newspaper.

3. You see the need for educating the citizens concerning pollution. You are to persuade the school committee. You have three minutes.

4. Locate five types of noise pollution and write suggestions for ways in which noise can be controlled.

5. Design a chart depicting the do's and don't's of planting and maintaining a vegatable garden.

6. You have been given 12 minutes of T.V. prime time to state what should be done with pollution offenders; use a video recorder to prepare your talk.

7. You have been chosen as the architect for a local park. Sketch and describe your plans for the park.

8. You are the weather man on a local T.V. station. Your job is to report smog lev conditions and predictions with charts, if necessary. Make a 3-minute presentation.

9. Investigate and prepare a list of ten products on the market that are bio-degradable.

10. Your new recycling center is not being used. You have the job of preparing an article for the newspaper which encourages the residents to use the center.

11. Design an advertisement for the local paper for a recycling center.

12. Interview a local or state park manager as to his job responsibilities, income, job outlook, and reasons for choosing the occupation. Present a filmed and taped report of your visit.

13. Select three types of media and prepare anti-pollution advertisements for each medium.

14. Write to the State Agriculture Department requesting a list of crops that would flourish in the area, and materials needed to maintain your garden.

15. Call the State House and make an appointment for an interview with some legislator who can give a list of new anti-pollution laws that are now in effect.

16. You are about to lecture your class on the Research and Experimentation of Water Resource Development. However, the class does not recognize certain words. Supply meanings for these terms: water shed, water table, water desalinization, water purification, underground water flow system.

17. Everyone knows that some wildlife are becoming extinct. Contact the Bureau of Parks and Services. Find out what laws have been recently passed or are in existence which will prevent further devastation to our wildlife.

18. If you have a boat or know someone who does, find out what specific rules of the waterways there are and make a demonstration speech on your findings for the class.

19. You are the head of the "Ecology in Action" movement. Prepare a statement for a press conference on your goals. List 5-10 questions you might be asked and your replies.

20. You are an endangered species of animal. Write your life story telling of the dangers you have already lived through by the time you are two and the ones you will probably face in the future.

21. You are a female deer with twin fawns during hunting season. Write about the incident in which you managed to protect your children and yourself from the hunters.

22. You are a fish in an aquarium. Compare and contrast your life now and when you were swimming freely in the sea.

23. You are a pet racoon. Prepare a taped presentation of your reaction to being tame slanting it towards young children. Include both good and bad points.

24. You are the leader of a group against pollution. Make up a poster using an "eye catcher" phrase or slogan. Include pictures, if you wish.

25. Take a trip to the flood barrier. Through slides and tape, bring back a report covering these areas: (1) when constructed and by whom (2) how it operates with flooding (3) when it was ever used.

26. Write a letter to the General Motors Corporation or the Chrysler Corporation. Ask them what methods and new devices they have employed to cut pollution.

27. Write an ad (as in the Want Ads) for a SANITATION ENGINEER, stating concisely all the necessary information about the job: where, how much, conditions given, conditions to be met.

28. Either prepare a slide presentation or make and lable a chart of those marsh or salt water plants which are protected by state law.

29. Prepare two 30-second spots for radio to promote public awareness of the need for the wise use of open lands.

30. Design a poster to be used in public picnic areas to fight littering.

31. Write or design a single fold pamphlet to be given to tourists at information booths in the state listing in simple terms those state conservation laws that may affect them during their stay in the state.

32. Choose one nationally endangered species and list as many reasons as you can find from three different sources for its state and at least three ways to protect it from further harm.

33. Prepare a slide presentation or poster and script on 10-15 endangered species. Include in the script numbers left and implications for the balance of nature if they completely disappear.

34. Design a bulletin board showing the major detergents listed in order of pollutants and non-biodegradable substances.

35. Prepare a poster listing major detergents, in ascending order of pollutants, for use in supermarkets.

36. Tell in form of a short story your experiences camping out.

37. You are a forest ranger--a fire has been spotted--write of your experience.

38. Read Silent Spring by Rachel Carson and report on three areas in which public concern has forced action to be taken by business and government to reverse the effects of pollution.

39. Prepare a filmstrip or slide presentation on hypoponic plant growing in the home.

40. Make two posters urging people to cooperate in saving the environment.

41. Prepare a slide presentation or photographic display of areas which are deteriorating due to polluted air, water, etc.

42. Prepare a list of 10 activities in which you could participate to help save the environment including people or firms to contact, times, places, and hope for results of the activity.

43. Prepare a report on ten firms that have been cited for polluting and give for each the results of the public disclosure and resultant pressure.

44. Listen to three T.V. weather reports on three different days and list at least 10 vocabulary words from the programs which are unfamiliar. Check the definitions in a dictionary and rewrite them so that they can be understood by a child in the upper elementary grades.

45. Student will check school environment for health hazards. (Find at least four).

46. Write a short report on noise pollution in the school. Tapes could be used.

47. Make a safe boating poster.

48. You are running for public office. Your district is bothered by badly polluted water. Write a campaign speech describing your plan for combating this problem.

49. Visit the meteorological facilities at the airport and interview one of the meteorologists. (Use a cassette tape recorder).

50. As a feature writer for the local newspaper, you have been instructed by your editor to write an article on environmental controls placed on factories within the state.

51. Write a letter to the zoning board and request a list of sites within the city which are available to be developed for sports or other recreational purposes.

52. Write a bill to be submitted to the legislature recommending five practical steps which could be taken to make the public more aware of the need for pollution controls. Your document must follow the prescribed format for bills to be presented to the Legislature.

53. Compile a list of at least 10 books written on ecology. Give a brief description of each book.

54. Taking a cassette tape recorder, go out into your neighborhood and interview at least 8 people, getting their views on ecology and environmental controls.

55. Make a 2-minute commercial encouraging people to take steps to clean the land, water, and air pollution in the state.

56. Write to the local college of agriculture and obtain a list of ten soil types favorable to the growth of crops native to your state. Correlate each soil type with a native crop which would flourish in it.

57. Write to the appropriate city agency to determine projected plans for the future use of sanitary landfill area.

58. Conduct a survey of at least 25 people in your immediate neighborhood to determine: (a) occupation (b) length of time at present address (c) previous address (d) number of people in family (e) average age of head of household. Organize this information into a report and provide supplementary tables.

59. Prepare an alphabetical list of at least 10 environmental factors which directly affect you, and tell how each influences the condition of your life.

60. Construct a chart to show the temperature outside your house at two prescribed times each day over a period of two weeks.

61. Write and record a two-minute public service message suitable for TV outlining the need for the preservation of forested areas within the state.

62. Using the reference materials available in the library, compile an alphabetical list of the federal government agencies responsible for establishing controls over; (a) air and water pollution (b) transportation (c) radio and T.V.

63. Locate and list alphabetically at least ten items within your home which have been produced under regulations established by a government agency. Specify the agency in each area.

64. Develop a list of ten practical rules which would reduce the noise level around this building to one more conducive to learning situations.

Fine Arts and Humanities

1. Draw a series of mythogical beasts.

2. Plan a demonstration of theatrical make up and present it to the class.

3. Make a dictionary of the dance terms used in tap and ballet.

4. Illustrate a children's book.

5. Draw a series of pictures suitable for a child's room.

6. Report on the qualifications, training, and future of an interior decorator.

7. Write and illustrate a book for children.

8. Read the selected works of a poet of your choice and analyze them as to similarity of theme, form, etc.

9. Design at least two different greeting cards.

10. List at least 10 schools where you can be taught to play a musical instrument. Include the cost of the lessons and the instrument taught.

11. Draw a cartoon strip.

12. Design a poster to promote either a rock group or concert.

13. Compose 2 children's poems and illustrate them.

14. Make a booklet showing examples of different types of lettering.

15. Write a report on the necessary steps and procedures that must be gone through in order to produce a play or a musical.

16. Prepare a list of at least 5 different ways of making prints that could be used in an elementary classroom. Include the materials needed for each procedure.

17. You want to be an actor. List the names and addresses of 5-10 places within a 75 mile radius where you could receive training, requirements for entrance, fees, etc.

18. You want to work in the theater, but not as an actor. Consult the D.O.T. and make a list of at least 10 jobs that interest you. Give a detailed report on the one that interests you the most.

19. Locate a painting which illustrates the same theme as that of a short story you have read. Identify the common theme.

20. Compile and set up the rehearsal times and rules that you want followed when you are stage manager of the class production.

21. You are in charge of P.R. for Career Education. State three types of media you would employ in three separate presentations. Follow your plans.

22. Film and present a dramatic production put on by the class.

23. Design and construct a chart tracing the development of the English language.

24. Write a one-act play.

25. Write a 250-word humorous expository essay about yourself.

26. Do an original watercolor or oil painting of your conception of how a character in a literary work you have read would look.

27. Prepare a slide presentation showing another person how to use a particular piece of AV equipment.

28. See a play and write a review including quality of action, set design, plot, and audience reaction.

29. After listening to a news broadcast on the radio, watch one of the events mentioned being covered by the TV news. Write your reaction to the handling by both, listing the advantages and disadvantaged which each medium seems to present.

30. Make a chart illustrating the Indo-European family of languages, showing the relationship of English to the other languages in the group.

31. Develop a catalog of at least ten job titles under the category of linguistics and write a brief summary of what each job involves.

32. Write an original story which conforms to the characteristics of this literary genre.

33. Videotape and play back an original 5-min. skit which you have written.

34. Make an original painting in the art room. Get a tape of some music that you feel expresses your painting. Exhibit for class.

35. Take 3-4 paintings from Art Room and examine each one. Tell in 2-3 sentences for each what type of things the paintings "say" to you.

36. Find a sculpture either in a book or at someone's home (or anywhere) and take a series of different views of that sculpture in slides. Explain in a brief paragraph what you think it means.

37. Listen to two kinds of music (classical, jazz, folk, rock). Write your emotional reaction to each.

38. Interview the lead man in a rock group. Find out some of the problems a band faces. Ask lead man why he started group.

39. Produce an original radio script with sound effects. Put it on tape.

40. Take a commercially produced play and in miniature, make a stage set for it. You need a rough draft, a floor plan, a script, and help from I.A.

41. Choose a play for which you would like to design the costumes.

42. You are director of a new play. Since you are knowledgeable about your job, explain it to your crew (on tape). Tell the cast, what you expect of them.

43. Congratulations!! The producer has asked that you come for an audition!! To try out, you must read three different parts of your own choosing from the following area: a classical play, a humorous play, a contemporary play.

44. You are a linguist of the best order! Your class wants to know the origin of some English words. You choose the following words from their list: predict, proverb, propose, premonition, preview. Trace the words for them.

45. You want to be a proof reader (checking for spelling errors and the like). Ask two friends to write a short paragraph each for you on any subject. Correct any spelling errors.

46. Present as a monologist, a favorite poem of your choice or a passage from one of the following: Spoon River Anthology, Cask of Amontillado, The Great Day.

47. You are the "promo" (promotion man) for a new play. You need a lot of publicity to get the play on Broadway. Write a catchy article on the play which will make everyone want to see it.

48. Tape an interview with a "promotion man" at a local theatre. What exactly is his job? Does it pay well? How much training?

49. You are the newest budding novelist since F. Scott Fitzgerald! Write a "short, short" story. (No more than 600 words).

50. You have been chosen the script man for Room 222. In dialogue form, write a scene for this show. Then ask a couple of friends to act it out for you and record it on the videoroder.

51. Choose a piece of poetry that you really like and summarize briefly what these words mean to you.

52. Produce alone or with someone else a one-act play.

53. Take a short story that you like. Put it into a dialogue between the characters. Put also "stage cues" (action for actors to follow). Produce it on videotape.

54. Transpose into a dance number the moods of three poems.

55. Interpret in sculpture three literary characters and/or three moods expressed in poetry.

56. You are a T.V. critic. After watching five shows, answer the following questions in order to present this information to your viewers:

1. Is there violence in the program?
2. Is there a social message in the program? What?
3. Is there evidence of personal value in the program?
4. Is the program good only as a means of relaxation?
5. Does the program teach you something you never knew before? (Intellectual growth?)

57. Explain, as a network producer, why the following programs often include violence: news, movies and series, detective, spy, western, war, horror and science fiction shows.

58. Taking the word "attention", say this word as if you were the following people: an army drill sergeant, an airline stewardness, a clerk in a department store, an announcer at a rock concert, a teacher to a class. (Use a tape recorder)

59. Take the following sentence and repeat it, stressing the underlined word: Use tape recorder.

I don't care what you do!
I don't care what you do!
I don't care what you do!
I don't care what you do!
I don't care what you do!
I don't care what you do!

60. Make a list of 15 art galleries in this area, including addresses, policy on exhibitions, and types of works accepted.

61. You are a sculptor and would like to exhibit your works in a local gallery. List the steps you would have to take to make this possible.

62. Read any book of your choice, and make a collage as a means of reporting to the class your reaction to it.

63. You would like to travel with a road company to see whether life upon the wicked stage is your thing. Make a list of 5-10 sources of information you could use in attacking this problem.

64. Write a review of a movie you have seen, using reviews in the newspaper as a guide.

65. You would like to be a professional dancer. Prepare an interview of 15-20 questions you would use to find out all you would need to know in order to make a decision on whether this career is for you.

66. Write a newspaper ad for a movie which is now playing, and you have seen.

67. Write, direct, and produce alone or with friends, a five minute film on any topic you feel is interesting and which relates, in some way, to career education.

68. A rock group wants you to be its manager. Make a list of at least 20 duties you will be expected to perform.

69. Take any short story which interests you and re-write it as a play. Include stage directions and descriptions of the characters.

70. Write a description for a museum catalogue of 5-10 paintings which appeal to you personally and 5-10 which do not.

71. Read any book of your choice and write a review of it, using as your model reviews in newspapers or magazines.

72. You have been appointed curator of a New York museum, and a successor is being appointed to your previous position. You have agreed with the governing board to write a description of the duties and responsibilities involved to guide them on their selection. Do it!

73. Choose a poem which you really like and tape yourself reading it, adding appropriate background music.

74. Choose three poems which you feel have some relationship. Tape them and then take slides to go along with the reading.

75. Make a filmstrip on a basic English skill, such as complete sentences, or capitalization, to assist someone who needs help in a particular skill.

76. Write a critique of a novel or short story you have read.

77. Get lyrics to a popular song and write how words reflect problems of our society.

78. You have a new T.V. series you would like to sell; write a letter promoting your show to companies who may buy it.

79. Make a 3-5 minute film with script or music.

80. Read 2 or 3 short stories from the Wright Gallery Collection. Defend their popularity.

81. Choose a topic of local debate and write an essay either against or in defense.

82. Choose a poem or compose an original poem and use camera to illustrate the theme of poem.

83. Describe the duties of a stage manager.

84. Visit an art museum. Take 10 or more slides of paintings and sculpture.

85. Videotape a short sequence of the class and edit the film to include only the important parts.

86. Learn by doing research or by actual experience how a film is processed.

87. You are the producer of a new play. Find ways of getting backers for your play.

88. You are in advertising. Make up three advertisements for a movie or play.

89. You are an art critic. Critique three paintings in school or art museum.

90. Write an original poem in any form concentrating on reflecting sensory impressions of an experience you have had.

91. Record at least ten minutes of videotape of an interview you have actually conducted. Then edit the tape to produce a biased viewpoint on the part of the person you interviewed.

92. Correlate a taped commentary with a series of slides you have taken to produce at least a five-minute presentation.

93. Design a three-media advertising campaign to promote public attendance at the school Arts & Crafts Show.

94. Contract with the drama club to work with them in a non-acting role during the production of a play.

Health Occupations

1. Report on the emotional causes of alcoholism.

2. Report on common first aid treatment everyone should know.

3. Write a report on the eye including a diagram.

4. Report your experiences as a nurse's aide.

5. List the duties of a nurse's aide and describe the procedure for each.

6. Write a 2-3 page report on the requirements for becoming an X-ray technician.

7. Make a poster of pictures of technicians at work.

8. List 10 terms related to X-ray technology and define.

9. Prepare a report on the physical and mental growth of a child from 1-5.

10. Investigate the admission requirements for the X-ray technician program at a local technical school.

11. Demonstrate how to take pulse, blood pressure and temperature readings.

12. Visit a local hospital; interview nurses and aides. Tell of your experiences in a 20-minute class presentation.

13. Spend a morning or afternoon in a hospital (1) on tour in various areas (2) observing in a particular area of your choice. Make notes of what you observe. Bring 3 x 5 cards with you.

14. Prepare an alphabetical list of at least 15 diseases which are preventable through inoculation.

15. Prepare a sample form that a parent could use to keep check of a child's immunization shots.

16. Design and make a poster for use in the school advising students of the immunization shots they should have as adults.

17. You have a younger brother whom you feel is in need of psychiatric help. List the community resources from whom you could get advice and/or treatment.

18. You are a district nurse. Outline a typical day.

19. You are planning a health course for high school students. What information is vital to the well being of the students?

20. As a taxpayer, you are interested in water purification. What steps have health officials taken to insure this?

21. Work as a nurse's aide for one day at a local hospital. Take notes or a tape recorder to make accurate observations.

22. Investigate the number of rest homes for the aged in your town. Design a flyer, stating locations and services of each home.

23. Demonstrate your knowledge of birth and death certificates by obtaining samples from the Bureau of Statistics and filling them out correctly.

24. Visit the Bureau of Vital Statistics. Tell of your visit.

25. Research and list the types of social services provided by your town. In that list, include services and location.

26. You are at the scene of a terrible accident on a major highway. You administer first aid until help arrives. The local television station wants you to take 3 minutes of the 11 o'clock news to tell of the accident and your attempts to save the people.

27. The child you are babysitting has swallowed numerous pills. You immediately call the Poison Control center. Compose three-minute dialogue.

28. Write a letter to a local insurance company, seeking information about health insurance plans for yourself.

29. You are planning to open a new restaurant. You want to know the health regulations. Find out the information and compile a list of the regulations.

30. Interview a local druggist as to the exact duties, responsibilities, and functions of his job. Report to the class.

31. You are a member of a disaster team that aided victims in Pennsylvania during the floods. Compose a one-act play revolving around this theme.

32. Spend a day with a medical secretary in the area. Observe the job functions, duties, and responsibilities. Present a five-minute analysis to the class.

33. Inform the citizens of your state through 3 types of media about a disease that is endangering them.

34. Ask your health teacher to provide you with a first aid booklet. Ask him if you can actually put a splint on someone. Do a demonstration for the class.

35. Interview the school nurse. Why is she a school nurse and not a hospital nurse? What type of degree does she hold? What classification is she?

36. From the school nurse, find the numbers of shots that a child has from birth to entering the first grade. Find out why these are necessary.

37. The Health, Education, and Welfare Department dispenses much literature about poisons, prevention and control. Write to the Department asking for some of these pamphlets.

38. Talk to hospital personnel in charge of records. Find out how a person checks into a hospital, how long records are kept, what type of things are put on record and how the records are filed.

39. List the types of doctors from the D.O.T. and give a description of the different duties included. Choose one specialty and interview a doctor in that area.

40. Ask a physician what considerations must go into prescribing a medicine. Report to class.

41. Interview a pharmacist in the area. What things do pharmacists need to know, what education is involved, and how many pharmaceutical jobs are usually available.

42. Take slides of equipment in your dentist's office. Explain slides to class. Put in Career Library.

43. Talk to a hospital nurse. Find out what duties she must perform, how much training is necessary, and how many hours she works.

44. Find in the library (or from your health teacher or school nurse) all services connected with the handicapped and the mentally retarded in the state.

45. Identify the services provided by the visiting nurses and prepare a chart or poster illustrating them along with the fees and eligibility requirements.

46. Fill out a sample patient-care card recording the medical treatment, etc. administered to one hospital patient for one day. Card must conform to standards used in local hospitals.

47. Compile a sample medical record for a patient taken to the hospital accident room for treatment of a broken leg. Record must conform to standards currently in use at the hospital.

48. Design a one-page or single fold brochure to give to people in the community who may not know what services the visiting nurses provide and who may be eligible for them.

49. Through the school department, find out what health screening is given to children in particular grades, including the follow-up by school nurse, etc. Report by slides, photographs, chart or graph.

50. You want to be a medical secretary. Prepare a taped report or slide presentation in which you present job duties, education needed, chance for advancement, employment outlook, and needed skills.

51. In your family there is a mentally retarded child. Because of the time and care that he needs, the pattern of family life is falling apart. Where can you go for help? List 5-10 resources and give the types of help provided.

52. Prepare a chart of the 10 most common household poisons and their antidotes for use in families where limited English is spoken.

53. Make a poster for use in the school urging everyone to discard unused medicines to prevent accidental poisoning.

54. You feel that a local restaurant is not keeping up to health standards. Write a report on what you could do about this as a concerned citizen.

55. You are the parent of a newborn child, but you cannot afford a pediatrician. What clinics are available to you?

56. Your grandmother is in need of a nursing home. Investigate those in the area and list prices and services.

57. Plan a function for the mentally retarded. Find out agencies which have funding programs for the retarded.

58. Tape an original advertisement for proper dental care.

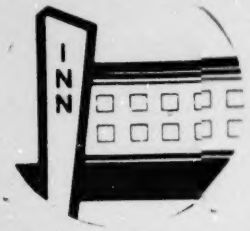
59. Compose an advertisement for your new brand of pain reliever.

60. Fill out a sample accident report to the Registry of Motor Vehicles giving the details of an imaginary accident involving personal injury.

61. After interviewing a local pharmacist, compile a list of at least 25 items which he cannot dispense without a doctor's prescription.

62. Compile an annotated list of at least 10 federal government agencies directly concerned with maintaining standards of public health.

63. Fill out a sample application for health insurance with a reputable insurance company.



Hospitality and Recreation

1. Make a poster comparing the equipment used on horses for racing and for pleasure riding.

2. Write a report on wrestling.

3. Choose a professional baseball player you wish to emulate. Read a biography about him. Write a report about why you admire him.

4. Write a newspaper ad for your travel agency.

5. Report on sailing.

6. Report on the requirements for and training necessary to become a wrestler.

7. Read at least two articles about the opportunities for, and experiences of, women jockeys and give a 1-2 page reaction to them.

8. Report on the requirements for becoming a professional athlete.

9. Report on equipment needed by a beginning skier.

10. Plan a program of games and crafts for different age levels of children for use in the summer at a playground.

11. Create an advertisement promoting a cruise to Bermuda your school is sponsoring.

12. Write a short press release presenting reasons for people to consider a particular career in this field.

13. List zoning regulations which affect land use for recreation in this district.

14. Choose one national park and prepare a report listing difficulties in maintaining it.

15. You are interested in learning to play golf. List at least three places where you could take lessons. Include - cost, time, etc.

16. Compose a sign for a food concession. List 5-8 choices.

17. Write a "What's Going On" column for your newspaper including at least three activities for a particular date.

18. Compose a one-page advertisement for an amusement park. Include amusements and dining facilities.

19. You are thinking of vacationing in another state of the U. S. Write a letter to the Bureau of Tourism of that State asking them about their recreational facilities.

20. Interview a manager of a hotel or motel. Find out what rules he must make for his employees and what types of jobs they have.

21. Interview a manager of a hotel or motel. Prepare a list of rules that guests of that motel must follow.

22. Go to a local beach or resort and take 10-15 slides of features you think make that place a nice place to visit, or vice versa.

23. Interview the manager of a hotel or motel. List what activities he provides for his guests.

24. Plan and design a menu that is well-balanced, clear, gramatically correct, and reasonably priced.

25. Plan and design a sales and promotion project for a recreational device. Use three types of media in your presentation.

26. Through a series of telephone calls, find out what is the average rate per day in 4-6 motels or hotels in this area.

27. You are the manager of a hotel. A new employee comes to you for instructions. On tape, tell that person what you expect him to do or not to do.

28. Using a video recorder and a script prepared by you, film two guests coming into your motel asking for a room.

29. Go to a local restaurant and interview the host or hostess. Find out what experience and education are necessary to do that job.

30. You are a newspaper reporter. A new resort opens; write a good column to promote interest in it.

31. Write a short brochure promoting one of the private recreational facilities in our town.

32. Plan a rock festival to be held in your town.

33. Interview a member of the local Preservation Society and prepare a map of those buildings and areas with which they are concerned.

34. Prepare a slide presentation of historical sites in the town. Write a script to go with it.

35. Write a guide to a local recreational area, listing and describing places of interest, accommodations, fees, restrictions, etc.

36. Interview the manager of a camp ground in order to discover the skills and training needed.

37. Make a chart of the youth agencies in town and the service provided by each.

38. Interview a senior citizen to discover what needs are or are not being met by the community and then develop a list of resources to be used in filling these needs.

39. Interview five students on their recreational needs and then submit a proposal for meeting these needs, working mainly through already established agencies.

40. Interview a park or recreational official and write a report.

41. You are a sports announcer. Tape your broadcast of a school game.

42. Write a business letter to the Chamber of Commerce asking for information and pamphlets on recreation facilities in the area.

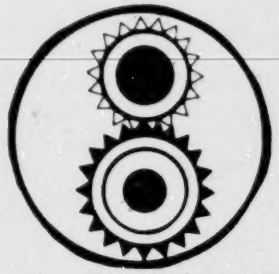
43. Prepare a bulletin board on the recreational materials sent to you by the Chamber of Commerce.

44. Prepare a filmed report on a youth agency with which you have been personally associated. Illustrate at least three activities sponsored by the agency.

45. Write a letter to a Holiday Inn requesting rooms for the Christmas holidays.

46. Compile a pamphlet for the Holiday Inn stating services available.

47. Choose a foreign country you would like to visit. Use a travel guide as a resource, and plan both one-week and two-week tours.



Manufacturing

1. Write the specifications for a product of your own design which you believe might be profitably mass-produced.

2. Develop a list of at least ten tools which could be put to practical uses for which they were not specifically designed and give the uses.

3. Outline an assembly-line procedure which could be implemented to mass-produce a product of your own choosing.

4. Make a list of at least ten jobs currently performed by people which are reasonably expected to be automated within the next twenty years.

5. Report on a representative sampling of the activities of a quality control supervisor in any local industry.

6. Write to a nuclear power plant and request information regarding the controls they exercise over the disposal of radioactive wastes.

7. List 20 types of manufacturing jobs. Give a brief description of each.

8. Visit a manufacturing plant and take pictures of what they do at this particular plant.

9. Make a bulletin board showing the types of manufacturing done in your state.

10. After visiting a manufacturing plant, tell or list how many other jobs are involved in the production of the particular product produced at the plant.

11. You are a secretary at a local manufacturing plant. Write two letters to companies ordering equipment.

12. You are interested in researching the consumer viewpoint of your product. Interview eight students as to their opinion of your product.

13. You are going to manufacture and sell a product to the students in your school. Design something you feel would sell.

14. Write a help wanted advertisement for your jewelry company, stating hours, wages, and benefits.

15. Interview someone who has worked or does work in a manufacturing plant as to advantages and disadvantages. (Preferably interview students.)

16. Examine the safety laws regarding the manufacturing of children's toys. Choosing at least five toys that have been declared unsafe, prepare a display or poster with a picture, drawing or actual toy labeling each and listing for each the unsafe qualities.

17. You have designed a new type of can-opener and would like to have your idea presented. Discover and then list the steps that are necessary to go through in order to have your design copyrighted including the requirments for the product if it is to be eligible to be copyrighted.

18. Rhode Island is used by many national companies as a test area for new products. Find and list at least ten reasons why it offers an almost ideal area for product testing.

19. There are new federal guidelines regulating the suitability of materials for use in clothing, especially children's clothing. Report on the following: need for guidelines, the regulations themselves and ways the federal government has of enforcing them.

20. Compile a list of eight jobs in the manufacturing field that you have researched and feel will become extinct or out-dated in the next 15 years.

21. You are to produce a pamphlet giving directions and instruction on packing a video-recorder and camera.

22. There is now a recycling center in town. List what materials are being accepted for recycling and the end result of the process for each material.

23. Make a chart showing the guidelines for materials which cannot be used in products slated for human consumption.

24. There have been many newspaper articles written in the past few months concerning government investigations into the quality of pet foods. After reading 7-10 articles, summarize in 3-5 paragraphs the basic concerns behind these investigations.

25. You are one of the Nader's Raiders. Your assignment is to look around your house, neighborhood, or school to find at least 10 examples of products which you feel have been poorly made and are thus a threat to health and for safety. List these products, with pictures, and list the unsafe factors you have found in each.

26. You are the spokesman for your class, which is interested in taking a field trip to the local recycling center. Write a letter requesting information, times, and permission for the visit.

27. Jobs on the assembly line are not in demand. It is your job to design an advertisement that will interest people in assembly line jobs.

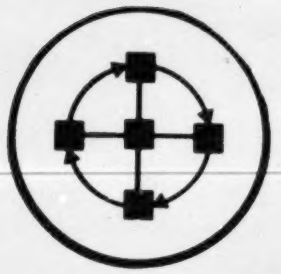
28. Interview a worker at a local factory. Find out what an Inspector of Products is. Ask what job the foreman does. Ask the worker the amount of experience necessary.

29. You own a plant which makes crib blankets. The government has job ordered you to change the materials in the blankets because the flash point is too low. If you upgrade the materials you use, your profit level will drop too low and your stockholders will demand blood. Come up with three to five alternatives you have in your decision as to how to solve the problem.

30. Choose a cheese producing country, do an outline map of it, label the various cheese producing areas and the main characteristics of the cheese or cheeses produced there.

31. Make a wall chart showing and labeling at least five (5) different machines used in metal working.

32. Make a wall chart of a machine used in a machine shop and label the various parts.



Marketing and Distribution

1. You are dissatisfied with the label designs of a particular product. Design a more unique label.

2. You are unhappy about the utilization of a particular product that you feel is not being used to its full extent. In a two-minute commercial, state ten better uses of the product.

3. Your product is a success. State five different methods of distribution that you can use. List those that would apply in your own state.

4. You, as promotion agent for a new product on the market, are responsible for composing a 2-minute T.V. commercial and a 1/2-page newspaper ad for the product.

5. Design an advertisement to appear in local newspapers and magazines which you feel confident will help you facilitate the distribution of a new product you have developed.

6. Compose a television advertisement for your product and video-tape it.

7. Design a billboard advertisement for your product.

8. You work for an advertising agency and have on your desk a new product developed by one of your clients. He has asked you to discover if there is any market for this product. Outline the steps you would go through in order to help him make a decision on going into production of his product.

9. Prepare a taped interview with any local retailer to find out what he/she considers to be the ten most difficult problems he/she faces on the job.

10. Compile a list of ten specialty stores in town, giving concise information concerning specialty sold.

11. You are the owner of an out-of-the-way service station and want to attract customers. Compose your ad for the newspaper.

12. You are the advertising agent for a new winter resort in New Hampshire. In a 3-minute T.V. commercial, advertise the advantages of the resort.

13. Compose a letter to a mail order house ordering three different objects, stating style, color, and number of articles offered.

14. Using three different types of media, promote the sales of a self-made product.

15. On poster board, lay out three window displays for a large department store.

16. You are a door-to-door insurance salesman. Tape your initial door introduction and promotion of your insurance company.

17. An A.M.-F.M. radio has been shipped to you instead of the color T.V. you ordered and paid for. Write to the company stating your situation.

18. Go to a shopping mall or department store. Interview the window designer in a store. Find out what things are considered when a window display is to be put up.

19. Go down the aisle of a local discount drug store and count the number of different brands in the following areas; shampoo, hair spray (M & F), lipstick, mouthwash, toothpaste.

20. Choose three different auto companies. Visit showroom and take survey on how many models in each group. Interview agent and ask which model in each group sells best. Try to obtain auto pamphlets. Assemble all work for bulletin board display.

21. Right now, the consumer market is overloaded with products that have no real value. List five such items and why you think they have little use in your life.

22. You are hired to promote a new motel. Write a brief but catchy description of how great this motel is and why everyone should stay there. (1) Make it out of state; (2) Give it good facilities; (3) Have a good name for it.

23. Locate autobody shops in the area which would repair your new car, which has been in an accident. Visit one and report on the services it has to offer.

24. The last few years have seen a tremendous upsurge in the number of fast food franchises. McDonald's is consistently the leader in the hamburger area. Find out and list the 10-15 basic reasons why this is so.

25. Write a one column article for the school newspaper "selling" career education, slanting it towards the needs of the students.

26. You own a bank and you want to have more depositors. Develop three different promotional campaigns to attract more people to your bank.

27. Like Rhoda on the "Mary Tyler Moore Show", you are a window dresser. The local DECA Club has asked you to come in with several other people from the store to give a brief idea of your job and how you obtained it. Prepare a 3-5 minute tape of your presentation.

28. Prepare a wall chart or graph showing the factors you will be graded on by a bank or store before it grants you a loan or credit and indicate the weight given to each factor.

29. Research and report on how you would export your merchandise to England to be sold.

30. You are opening a cocktail lounge in town - - The Townspeople. Object - how would you advertise to win over the local clientele?

31. You really want to own a Dunkin Donut franchise. List all the questions you feel you would need to have answered before deciding whether or not this is for you.

32. A machine tool manufacturing company has an opening for a salesman. List the qualifications, including education, that you would need to work for them.

33. You are interested in selling magazines door to door as a part time job. List the abilities you would need. Also discover and report on any city or state regulations which would affect you.

34. A large department is looking for a buyer in the shoe department. Prepare 10-15 questions you would want to have answered during the interview to discover if this is the type of job you would like and if you have the qualifications.

35. Certain items in the school department budget have to be let out for bids. What are the guidelines for this? Try to find out if the low bidder always gets the contract. If not, list factors which affect this decision by the school committee.

36. You own a wholesale furniture company. Compose an advertisement showing advantages of buying from you.

37. You are trying to sell your typewriters to the school business department. Compose a letter convincing the department head to purchase from your company.

38. Design a pamphlet showing three dresses your store is selling this season.

39. You have just opened a hardware store. Compose a sign that would entice people to come in.

40. Compose a newspaper ad for a grocery store's specials.

41. You are opening a new gas station. Set up a promotional for your first week.

42. You are opening an Emporium India shop. Make a sign for your store window that will encourage business and assure clients of authentic Indian imports.

43. Prepare an ad for the "Jobs Wanted" column outlining your skills and requesting to be contacted by any prospective employer.

44. Prepare an illustrated travel brochure indicating the major points of interest to vacationers visiting an area with which you are familiar.

45. You are a sales representative for a major publishing house. Write a form letter to be sent to potential customers outlining the details of a promotion exhibit your company is about to sponsor at a local Holiday Inn.

46. Fill out an application for a nationally recognized credit card.

47. Fill out an application for a personal life insurance policy.

48. Prepare an illustrated supplement for a local newspaper giving examples of apparel, accessories, and personal care items which are going on sale in a department store for which you work.

49. Prepare an illustrated catalog of at least 50 hardware items for sale in a store in which you work.

50. You are planning to sell your house. Write up an ad for a local newspaper mentioning the best selling points of your property. Do not exceed the limitations set forth by a local newspaper for ads of this nature.

51. Write out and illustrate the owner's manual for a new car you have designed.

52. Conduct a survey of at least twenty people in your neighborhood to determine what color packaging they are most attracted to when shopping in the supermarket.

53. Prepare a photographic display showing at least ten produce displays in local markets which you consider to be particularly eye-catching.

54. Photograph at least five products available locally which you believe could be more effectively packaged and make recommendations for their improvement.

55. You are interested in consumer reaction to a particular product. Choose a product and interview 8-10 students for reaction to it.

56. Design three unique ways of packaging a particular product.

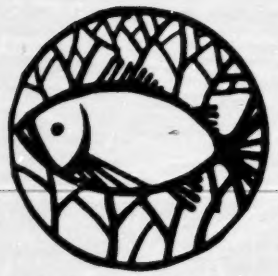
57. You have just manufactured a new product. You now must "sell" your product to the public. Design a package and a logo for the name you have chosen. Write a short and magnetic description of the product that will attract buyers.

58. Write a column for the fashion page of a newspaper describing new styles for the coming season.

59. Report on training offered by a modeling school and your evaluation of the training.

60. Report on the various types of modeling careers available.

61. Plan a fashion show, writing descriptions of the clothes you would use and including pictures of them, if possible.



Marine Science

1. Interview a local fish market owner and list any problems he may find in running his business.

2. You are a fisherman. Write a two-page report on a typical day.

3. Read Kon Tiki, Ra I or Ra II. Relate some problems of the trip.

4. Graph the tides of either coast for a four-day period of time.

5. You are going on a fishing expedition. Make a list of the equipment and provisions you would need.

6. Using photographs or pictures, make a display of diving gear.

7. Write a letter to someone telling of your experiences on a fishing vessel.

8. You are a member of the Coast Guard. You have just received word that a small craft is in trouble, and a hurricane is brewing. Prepare an account of the rescue.

9. Through the Bureau of Tourism, get some brochures of chartering boats and fishing expeditions. Then, having examined them, write an ad for your own fleet of charter boats.

10. You are about to join Jacques Cousteau on the underwater expedition. However, you do not know some important terminology of the "deep". Look up the following terms: seismograph, topography, meterology, barnacles, parasite, and bathyscaph.

11. Deliver a report, that you, a great marine scientist, have just completed on Acquaculture, since you have heard that no food can be grown on the earth after 1984.

12. You are a writer for National Geographic. You have evidence, in slides, of water pollution in the form of dead fish and fowl. Write a sensational article to accompany slides.

13. Design and compose a pamphlet with illustrations of basic gear needed for salt-water sport fishing. Include maintenance of equipment.

14. Your father has just bought a new boat, and the two of you are planning a week's fishing trip. Write to the State Division of Fish and Game for information about the regulations governing the limitations on the types and sizes of fish you might catch.

15. You are upset about the refuse floating on the shore at your summer home. Write an editorial to the local newspaper complaining.

16. Lay out an advertisement for a local fish store.

17. You are shipwrecked on a deserted island; sharks are in the area. Tell of your experiences.

18. Prepare a dictionary of terminology used in oceanography or marine biology.

19. Describe in pamphlet form the various methods that could be employed in preserving fish.

20. You and your family are planning a one-week fishing trip to Maine. Write to the Department of Natural Resources, requesting information about the area including restrictions, fishing areas, types of fish, sizes, and any other pertinent information.

21. You are planning on setting out on you 20-ft. sloop and sailing to Australia. You are interested in obtaining information and maps about the currents. Write to a marine lab or National Geographic, requesting information.

22. Design an illustrated pamphlet showing the complete diving gear and equipment needed for deep water diving.

23. You are trying to interest your classmates in diving. Prepare a taped, 2-minute persuasive speech on the advantages of learning to scuba dive.

24. Interview home economics teacher to find out what use the bi-products of seafood have in cooking.

25. Prepare a 3 x 4 ad for a charter fishing operation.

26. Be able to identify 80% of the symbols used on an ocean current chart.

27. On an outline map of your state, locate the fish hatcheries, listing under each the types of fish raised and their ultimate destination.

28. There have been many articles written about the sea as a source of food in the future. After reading five articles on the subject, list the foods that are being developed and their sources.

29. Interview someone who owns a charter boat service in order to discover skills needed, monies to be earned, responsibilities, benefits, and drawbacks.

30. Make a display of at leat five different types of lures and tackles used in sports fishing.

31. Report on man-eating fish including areas where they can be found.

32. Read 20,000 Leagues Under the Sea and compare it to current marine technology.

33. Write a letter to a school of oceanography requesting information about studies they may be conducting.

34. Using the Readers' Guide to Periodical Literature, locate three articles dealing with the possibility of human communication with porpoises.

35. Design materials appropriate for at least three media advertising a new seafood product your company plans to market.

36. Write a sample cookbook (illustrated if possible) showing five ways of preparing the same kind of fish.

37. Design a package for a seafood product which conforms to the requirements of the Food and Drug Administration for the packaging of foodstuffs.

38. Prepare a manual of instructions for the maintenance of at least three separate, but related, items of deep-sea fishing gear.

39. Prepare an illustrated handbook describing the "rules of the road" for operating a pleasure boat.

40. Construct a photographic montage with appropriate captions illustrating a marine location under a variety of seasonal and weather conditions.

41. Write a review of a Jacques Cousteau TV special concerning the collection of plant or animal marine specimens.

42. You are a commercial fisherman and have recently been accused by an ecology group of conducting your operations in such a way as to damage the marine environment. A local TV station has offered you equal time. Defend your activities in a 5-minute talk.

43. Prepare a dictionary of navigational terms. Include at least 25 terms.

44. Report on the most important recent discoveries made about the ocean.

45. Report on the commercial uses of seaweed.

Personal Services

1. Present a make-up demonstration--first handing in a step-by-step plan of what you will do. Include in your demonstration why you are using particular cosmetics.

2. Interview a hostess, first preparing the questions using the SRA files as a resource. Prepare a written report of your findings.

3. Do a series of rubbings from historical grave stones.

4. Report on the different breeds of cats.

5. Report on choosing a pet for a child.

6. Make a booklet showing different hair styles, describing them, and giving the type of hair and activity for which each is appropriate.

7. You have just opened a new beauty salon. You have purchased a full-page ad in the newspaper. Design the ad.

8. You are a wig salesperson in a large department store. Write a dialogue between a would-be wig buyer and yourself.

9. You want to start your own kennel, do you? Call a local kennel club and ask for information on this subject. Go to a kennel and film facilities there. Make a diagram of what your own kennel will look like.

10. Interview a person on Weight Watchers (or an offical at Weight Watchers). What is idea behind it? How successful has it been? Who are clients of Weight Watchers? What rules or instructions must members follow?

11. Bet you don't know what a "masseuse" is or what the job entails, but there are lots of them around. Care to look it up?

12. Visit (a) Elaine Powers (b) European Health Spa or ask someone who belongs to either of these places to take you along. Interview an instructor at either place. Find out what they offer and why. Take pictures of facilities for bulletin board.

13. Interview a funeral director. Find out what the requirements are to become one. Tour the funeral parlor and take slides of the facilities if permitted. Write a report to present to the class with the slides.

14. Ask your science teacher to give you some information on cosmetic surgery (face lifting). Record findings on tape recorder.

15. Make a list of cosmetics that you think are absolutely necessary to make you more attractive. Ask a friend to comment on your list, adding or dropping items, and explaining the reasons for this.

16. Visit a grooming parlor for pets in the area. What services are provided for different types of pets? Present a report to the class using slides and an appropriate script to go with them.

17. Interview your veterinarian. How much education and on-the-job training is necessary? Any related fields? What is difference in the degrees, DVM, VMD, and MPH? Report to class.

18. You want to enter your puppy in a dog show. What type of shows is he eligible to enter? What requirements will it have to meet? What qualifications does the handler have to have? On what basis are the prizes awarded?

19. Go to a pet show, if possible taking the Video Rover with you. Concentrate on work of one handler. Film as he "shows" dog. Film as he stands with dog. Notice type clothing worn. Bring back and show to class.

20. Stop by a local pet shop. Interview manager. Where do the puppies and cats he sells come from? How do you go about starting a pet shop? Take pictures of facilities.

21. Interview a breeder of dogs. Find out what breed he has. Find out what weaknesses he tries to avoid in that breed and what qualities he looks for in a sire or dam for his own dogs. Take pictures of his pups. Don't get bitten!

22. There are various dog stories in the library. Find a book that you particularly like and read it. Write a short paragraph after you have finished telling why you liked that story.

23. Congratulations! You have been chosen "Dog of the Day!!" Write a short account (from a dog's point of view) of your reign as "dog of the day". Don't forget prizes and special treats - for a dog!!

24. Cut from magazines a number of different hairstyles. Briefly describe each one. Make into bulletin board display.

25. Find a book or pamphlet on wigs at a beauty salon or drug store. List and describe the various kinds available. Include approximate prices.

26. Interview a barber. Find out what training is necessary and what specific courses are required in school. What additional training is necessary to be a men's hair stylist? In D.O.T., find other related jobs.

27. Visit a local barber shop and film those things the barber says are absolutely necessary to run a shop. Then, film those things that are just "nice touches" (or extras).

28. You have three cats and are going on your honeymoon, hopefully without them. List the various kennels that would take them, the various prices charged, and the services provided.

29. Your dog is very rude. List at least five places where you can find help and the various fees. (Before your neighbors have you evicted, and you have a nervous breakdown!).

30. You are a hair on the head of a girl from Eurasia. Write or tell on tape the story of how you end up on the wig on the girl beside you.

31. From a local hairdressing school, find out what the course of study is, education necessary for entrance, tuition, length of training, job placement.

32. Many barber shops are slowly going out of business while others are always full. Prepare interview questions for owners of both types. Interview and tape for class use, commenting on and summarizing your findings.

33. Cut out from the newspaper 8-10 ads for beauty parlors. List the common elements. Contrast their differences. Have girls vote on which is most appealing to them. Write a 2-3 paragraph summary on what they felt influenced them to vote as they did.

34. Find ads in the paper from at least three different weight reduction salons or spas. List how they are alike and different. React personally in 2-3 paragraphs to the promises of the ads.

35. List the services provided by a funeral home for a flat fee and those which cost you extra, including the costs.

36. Illustrate either by photographs, slides, or drawings, the step by step procedures used in giving a facial and label the steps or prepare a script.

37. Prepare an interview of 20-25 questions to use with a seller of cosmetics in a department store to find out about the job. Interview and tape.

38. Make posters for your figure salon including photos of what clients will look like at end of course.

39. Make a list of services a family would need when a death occurs.

40. You have just opened "Pretty Pet Salon" for animals. Compose advertisements for your business.

41. Make up an advertisement for your kennel. Assure clients their pets will be well cared for.

42. Make a poster demonstrating the proper way to wash your face to reduce the chances of acne.

43. Choose six students in class and prescribe proper make-up for their complexion.

44. Make a poster with photographs of before and after hairstyles. (Suggestions-models could be students).

45. Compose an advertisement for your wig salon.

46. Your shop specializes in men's hairpieces. Compose an advertisement for radio on tape.

47. You have discovered a way to grow hair on bald heads. Write an ad for local paper.

48. You are forming a Weight Watchers Chapter in your school. Make posters to entice students to join.

49. Plan a physical exercise program to help keep students fit.

50. You are opening a hair styling shop for men. Compose an advertisement that would entice high school students to come.

51. Investigate and compile a list of the equipment and prices needed to open and average sized beauty salon.

52. You are the owner of the Lose Weight Studio. Design 3 types of advertisements you would use to make your studio well known.

53. After investigating the areas of cosmetology, use 3 students in the class and transpose them through make-up into characters encountered in literature.

54. Design and construct a large poster of the Do's and Don't's of make-up.

55. Compile a list of the make-up needs and prices of make-up for the school's dramatic presentation.

56. In a 45-minute class presentation, you are to demonstrate the current trends in hair styling and make-up.

57. Design an ad for the paper in which you seek work as a dog walker.

58. Design the evaluation sheet that is to be used at the State Dog Show.

59. Design a poster that shows students how to care for their faces. Let the poster include the do's and don't's of good skin care.

60. Videotape a 1-minute commercial advertising a new brand of shampoo.

61. Prepare a photographic essay illustrating the 10 most popular male or female hairstyles of the past 100 years.

62. Prepare a photographic essay illustrating at least 15 common breeds of show dogs.

63. Prepare an annotated list of at least 20 diseases common to household pets.

64. Compose a manual which could be used by the owner of a dog to teach the dog how to do at least five simple tricks.

65. Your pet mongrel has just had a litter of 12 puppies. Write a newspaper ad offering the pups for sale.

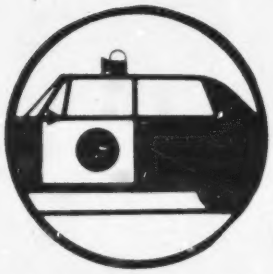
66. Compose a sample monthly diet for a 250 lb. man who needs to loose 30 pounds.

67. You are the coach of an NFL team. Compile a workout schedule for getting your team into shape during pre-season training.

68. Actually make-up a classmate in preparation for his 5-minute TV weather report.

69. Videotape a one-minute commercial of yourself demonstrating a product for sale.

70. Report on diseases which affect a particular type of animal.



Public Service

1. Report on the Head Start Program.

2. List and describe the special services provided by the post office department.

3. Report on the Dewey-decimal system including what each symbol or number represents.

4. Design a coloring book for children.

5. Visit a day care center for 3-5 days to observe one child. Report back in detail on your observations.

6. Compose a newspaper story of a fire, telling how the firemen controlled the blaze.

7. Do a layout of the physical arrangement of a typical nursery school.

8. Prepare a one-two page report comparing the requirements for being a city policeman and state policeman.

9. Prepare a wall chart showing the costs of raising a child from prenatal through 18 years of age.

10. You are working as a detective. Write a two-page report about the necessary training.

11. Report on juvenile delinquency and the role of the police department in combating it.

12. Interview an Air Force recruiter about career opportunities.

13. Make a time chart of daily activities at a day care center.

14. Plan an entire day's activities for a day care center or a nursery school.

15. Write a report discussing the training, requirements, etc., for a postal worker.

16. Make a chart or map showing the steps or places a letter goes through from the local post office to a London, England address.

17. Report on causes of misbehavior in children.

18. Report on race awareness in young children.

19. Compose the telephone conversation between a water company representative and an irate water customer displeased with his or her bill.

20. You are interested in helping immigrants adjust to the English language. What programs are available?

21. You feel that you are being taxed unfairly; write a letter to the editor of the local newspaper stating your views.

22. You are seeking a rehabilitation center for some friends who are into drugs. What is available in your area--admission, cost, time.

23. Write an editorial in which you agree or disagree with a contemporary tax. Must be suitable for publication in the student newspaper.

24. Go to a local credit union and interview a worker. Ask why there is a credit union, what does it do and who can get credit.

25. Talk to someone in the Air Force. Discuss the qualifications that a person must have to fly with them. Find out who belongs to ground crew.

26. Set up a bulletin board on 5 types of different public services that your city provides for its citizens.

27. You are a feature writer for a local newspaper. Your next assignment is to write an article of about 250 words on the opening of a new credit union in your town.

28. Set up a court of law in diagram form. Show on your diagram what people are in the courtroom and why.

29. You are a lawyer defending a case. Write a script for a court scene, present it, and have it filmed by a classmate.

30. Plan, design, and print a pamphlet stating the facilities available at a state park.

31. Compose the news article for the local newspaper publicizing the city's recreation program for the summer.

32. Compose what you feel to be the ideal binding will.

33. You are enraged at the condition of your street. What types of media could you use to express your views and wishes? Do so using two types of media.

34. You are the owner of a large shopping mall in Pennsylvania that has been heavily damaged by floods. You are to write a letter requesting clean-up services and prices.

35. Acquire and complete deposit and withdrawal forms for a local bank.

36. Make out an ideal marriage contract.

37. After visiting a hospital, a police station, and a fire station, list the emergency facilities and services these agencies offer.

38. At a local airport, take slides of services which are provided to passengers.

39. At the Registry of Motor Vehicles (or a local branch) tape a worker giving you information about the types of vehicles that must be registered and the rate of registration.

40. With the aid of the social studies teacher, list the different types of courts. Find out what each does and prepare a report.

41. Interview a lawyer. Find out: (1) education necessary (2) why he became a lawyer (3) how long it took him to set up a practice or get a job and (4) different types of lawyers.

42. Ask members of your family who work how they are paid and what deductions are taken out of their pay.

43. Go to City Hall and ask to make copies of birth, death, and marriage certificates. Bring back report for class.

44. Ask at a local airport about customs regulations and what is done for inspection. Find out, also, what a person traveling to a foreign country must do before leaving.

45. Interview someone at the licensing bureau and find out what types of licenses are given out.

46. Interview a teacher to find out why he or she went into teaching, how much education is required, and why he or she chose a particular subject or grade to teach.

47. Prepare a report discussing at least five conditions which affect the future of the Amtrak System.

48. Make a slide presentation showing the different types of landscaping along local freeways discussing in the script attractiveness, cost and ease of maintenance.

49. Consulting the D.O.T. and the Occupational Outlook Handbook, prepare a list of the qualifications for the specific occupation in this cluster in which you are interested.

50. Design two simple one-fold brochures to give to those planning to go overseas. Explain tariff regulations for their return.

51. Visit a court session and tape your reaction to the proceedings for presentation to the class.

52. Find out and summarize the requirements for becoming a foster parent.

53. Interview a foster parent and/or child and then present your findings as to the benefits and drawbacks of the system.

54. Interview an insurance salesman to make a report on needed skills, training, and life styles, etc.

55. Make a poster of safety rules to be posted in either a secondary or elementary school.

56. Prepare a chart showing the vital records one needs in life and listing the circumstances under which each is needed.

57. Using at least three different sources, discover and chart what free testing and counseling services are open to you.

58. Prepare a 30-second commercial urging people to use public transportation whenever possible.

59. Make a chart comparing the functions and services of a commercial bank and a credit union.

60. List sources of medical assistance to which an individual can turn in a financial emergency caused by medical bills.

61. You are an inmate at a local prison. What type of education or skills can you learn there?

62. You and your family have just immigrated here. What problems have you encountered? Write a two-page report.

63. Interview a classmate, who has immigrated to the U. S., about the trip over, problems of adjustment, etc.

64. You are a postman. Report on a typical days problems.

65. You are working as a narcotics agent. Tell of your training in a two-page report.

66. You are in charge of finding a home for a five year old orphan. What is available in this state?

67. You are a probation officer. Report on a typical day.

68. List at least 10 types of public assistance that your community provides its residents. Write a sentence explaining each.

69. The Chamber of Commerce, knowing you are an expert cameraman, has asked you to go to take slides of housing projects. Prepare a speech to be given with the set of slides.

70. Write a 2-minute radio conversation between a fire chief at the scene of a fire and his dispatcher. Reflect the emotional aspects of the situation.

71. In a role-playing situation, plan and write a sample contract detailing salaries, job classifications, and working conditions for a model industry.

72. Complete a job application form for an occupation in which you are personally interested.

73. Write a letter to the city council outlining your reasons for requesting additional recreational facilities for the teenagers in your area.

74. Write a letter to the AAA giving the specifics of a trip you plan to take and request information about potential campsites along your way.

75. Interview a member of the police department to determine current programs designed to improve relations between that department and the general public.

76. Design five original traffic signs which will convey necessary directions without the use of words.

77. Make out an application form for the use of a school facility for a student activity.

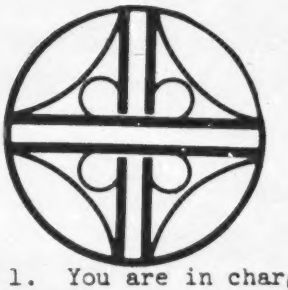
78. Make out sample application forms and deposit and withdrawal forms for both a savings account and a checking account.

79. Write a letter to the appropriate agency requesting a copy of your birth certificate.

80. Make out sample applications for both your driver's license and your automobile registration.

81. Develop an outline for utilizing the mass media as an effective early-warning system. Employ at least three distinct warning techniques.

82. Contract with a special education teacher to provide tutorial assistance in a special education class periodically for at least two weeks.



Transportation

1. You are in charge of shipping goods from your plant to Boston, Massachusetts. Map out the route including travel time for your employees.

2. Interview a service station inspector and compile a list of the most unique and most common mechanical difficulties he encounters.

3. You are a long-haul truck driver; compose a log of a three-day trip.

4. You are a dock supervisor. Describe a typical day at work.

5. Take a position near a street intersection and list the various types of vehicles that pass. Make note of the most frequent and least seen.

6. Compile a list of the ICC regulations governing the interstate transportation of explosives.

7. Write to a local flying school for the purpose of determining the requirements for obtaining your private pilot's license.

8. You want to be an Airline Pilot. Read the biography or autobiography of someone in aviation in whom you are particularly interested.

9. You are an air-traffic controller guiding in a large commercial jet through heavy fog. Write a five-minute dialogue between you and the pilot.

10. Write to a major airline to obtain a copy of the pilot's actual pre-flight checklist for a 747.

11. Compile a list of twenty-five items and their definitions consisting exclusively of aerospace jargon.

12. Tape-record a news broadcast of the launch of a spacecraft from T minus two minutes to liftoff.

13. Call or visit a local airline. Find out who belongs on the flight crew and types of jobs involved.

14. Construct a poster illustrating the various signals used by the local transit companies so that a foreigner to the U. S. could easily understand them.

15. Write a letter to the nearest railroad company requesting information about departures, arrivals, baggage limits, and prices.

16. You are the reporter for the local newspaper assigned to investigate the conditions at the railroad station. You have three minutes of prime newstime to present your findings.

17. You are the pilot on a ferry boat; a riot breaks out. Tell of your experiences.

18. You are a new stewardess on a flight about to attempt a crash landing. Tell of your feelings and thoughts in a descriptive essay.

19. You are the promoter of an advertising campaign for the ship "Island Venture". Design a poster and T.V. commercial for a trip to Bermuda.

20. You are enjoying a Sunday afternoon on your father's cabin cruiser. Write a descriptive essay on your afternoon.

21. Compose a simplified handbook (pamphlet) on how to operate an auto.

22. Visit and photograph the facilities at the airport and organize a bulletin board display of the facilities.

23. Compose the phone dialogue between the on-the-ground Control Officer and an astronaut about to blast off.

24. Prepar and record a 20-second radio commercial urging people to take a bus to work rather than their car.

25. You want to buy a used car. Prepare a visual display for use in the school showing students what they should look for or avoid in order to buy wisely.

26. List in a step by step progression directions for changing a tire, stating the directions in language simple enough that someone with no mechanical knowledge could understand them.

27. Make a bulletin board display of the various vehicle operators licenses a person can obtain in your state, labeling the qualifications for each.

28. Prepare a bulletin board showing the various means of transportation available to you and label each as to basic cost and cost to operate.

29. You have a bicycle you want to sell. Write a newspaper classified ad to do this which will catch the reader's eye and make him want to buy.

30. You want to be a flight mechanic (or any other job in this cluster). Compile a list of the names and addresses of at least five schools or training facilities in your area, where you could apply, including tuition, entrance requirements, commuting possibilities, job placement through school.

31. You are a girl who wants to be a commercial airline pilot. Is this possible?

32. Prepare a visual display of the new road signs that have been adopted from the European countries and label each.

33. Interview a taxi driver to discover skills needed, licensing requirements, benefits and drawbacks of the job.

34. As a stewardess, you have been asked to visit a high school to interview candidates for your airline. List the five most important things upon which you will be rating each candidate. List the ten items you consider important that the candidate know about the training procedures.

35. Take a bus ride; write an essay (2 or 3 pages) on your observation of passengers and their behavior.

36. You are a taxi driver. Tell of your experiences. (Based on fact - student could interview taxi driver).

37. You have decided to do somethings about the pollution caused by your company's cars. Write a short essay on what you plan to do.

38. You are piloting a 747 and you have encountered turbulance. Write a short story with this as your central theme.

39. You are an airline stewardess. Describe a typical day. (Based on fact).

40. Write to a stewardess school for entry requirements.

41. You are a Merchant Marine Cadet. Write an essay about your voyage to Puerto Rico.

42. Make a pictorial report on the history of railway transportation in the United States.

43. Write a business letter to the Public Transit Authority asking for pamphlets on the types of jobs, benefits, etc., that are available.

44. Through slides, show the variety of jobs that are involved in airline transportation.

45. Using a tape recorder, survey the types of transportation your neighbors prefer for long trips.

46. You work in the advertising department for a shipping company. Compose an ad to appear in the local newspaper.

47. Make up a bulletin board of the various air, land and water transportation systems.

48. Tape record a news broadcast of the landing of a spacecraft from re-entry to splashdown.

49. Write to the Registry of Motor Vehicles for information you can use in developing a list of the various types of operator's licenses.

50. Make out an application for an ICC operator's license

51. Compile an illustrated handbook of signals used by the railroad.

52. Fill out a bill of lading for a shipment of 10 tons of bananas to be sent by rail from Florida to Alaska.

53. Interview a fire department official to determine what safeguards his department must take to ensure the safe transportation of petroleum products through your town or city.

54. You are a trailer-truck driver. Prepare an imaginary log of a trip from Boston to Miami hauling 8,000 gallons of corrosive acid.

55. As a stewardess on an airline, you must present a short speech to the passengers upon take off. Prepare a very short "take-off" speech, explaining emergency procedures, etc. Be sure to tell them what to do during take off.

56. Take photographs of the modifications you have made on your car and write a report telling why and how you did it.

57. Write a report on a trip you have taken.

58. Write of your experiences while driving a truck.

59. Report on how an internal cumbustion engine functions.

60. Report on the safety rules to be followed in truck driving.

61. Build a model of a V-8 engine. Write or tape a description of each major part and its functions.

62. Write a critique of the requirements various airlines have for candidates for training as a stewardess.

63. Prepare a wall chart of the various symbols on a road map and their meanings for use in lower grades.

64. Interview an Air Force Recruiter to find out opportunities in the service as an aircraft mechanic and the possibilities for employment after discharge.

65. Report on various anti-pollution devices for automobiles.

66. Make a wall chart comparing and contrasting the qualities of at least three different 2-wheel driven vehicles.

67. You are delayed four hours in 100° temperature in an airport. Your plans are ruined; you are enraged. Write a letter of complaint.

68. You are planning a trip to New York. Compare/contrast three possible means of transportation as to price, time involved, comfort, convenience.